



TOWN OF TYNGSBOROUGH

Office of the Board of Selectmen

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

Tel: (978) 649-2300 Ext. 100 | Fax: (978) 649-2320

Board of Selectmen Meeting Minutes

APPROVED

Monday, July 29, 2013 at 6:00 P.M.

Community Room, Town Offices, 25 Bryants Lane

Members Present: Members Present: Selectman Rick Reault, Selectman Robert Jackson, Selectwoman Karyn Puleo, Selectman Allen Curseaden, Selectman Corliss Lambert, Staff Present: Town Administrator Michael Gilleberto, Assist Town Administrator Nina Nazarian, and Admin Assistant Therese Gay.

The listing of matters are those reasonable anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law. "Chairman Puleo read the following: "The following meeting is being recorded and broadcast through our local cable access channels on Comcast and Verizon FIOS. A recording of this meeting will also be available for viewing on our town's website - tyngsboroughma dot gov. Also, after instruction from the State Fire Marshall and the Tyngsborough Fire Chief, in the event of an emergency, there is an exit to my left and directly across from me, along the back wall."

1. 6:00 PM Open Meeting/Pledge of Allegiance/Board Introduction/Read Agenda

The Chairman opened the meeting at 6:00PM followed by the Pledge of Allegiance; the introduction of the Board and the reading of the Agenda by Rick Reault, Clerk.

2. Meeting Minutes

A. Regular Session Meeting Minutes for Approval

1. Monday, July 15, 2013

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Lambert to approve the Minutes of Monday July 15, 2013

B. Executive Session Minutes for Approval but not Release

1. Monday July 15, 2013.

The Board voted 4-0-1 on a motion by Selectman Reault, second by Selectman Lambert to approve but not release the Executive Session Minutes of Monday July 15, 2013. Selectman Curseaden abstained as he wasn't present at the session.

3. Citizen/Business Time – No one came forward this evening.

Citizens or business owners may contact the Office of the Selectmen to request to address the Selectmen during citizen/business time. Citizens or business owners who have not contacted the Office of the Selectmen in advance may address the Board of Selectmen on matters of interest to the public for not more than five (5) minutes.

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4. New Business

A. Pre-Borrowing Actions – Review with Town Treasurer

In advance of the August 12, 2013 meeting, at which the Board will be requested to approve a variety of Town borrowing actions, the Treasurer has recommended that the Board take certain actions. The Board is requested to vote the following motion:

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Jackson to approve the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the borrowing authorized by the vote of the Town passed May 21, 2013 (Article 8) is hereby determined pursuant to G. L. Chapter 44 Section 7(9) to be as follows:

Dump truck with plow and sander	\$140,000	10 years
Wood Chipper	\$ 52,000	10 years

The Treasurer is soliciting bids for long-term borrowing of approximately \$1.5 million worth of previously approved expenditures. The Old Town Hall will be recommended for short-term borrowing for up to one year.

The Town is required to commit to certain parameters regarding the use of the buildings for which construction funding is being borrowed. It is the Treasurer and the Administrator's recommendation that at a future meeting the board hold a discussion regarding the use of the Old Town Hall and the First Parish Meeting House, thereby establishing initial parameters for use of these facilities and providing the Treasurer guidance as to the type of borrowing to be sought. This discussion is independent of the approvals to be requested on August 12th, and does not have an impact on the Town's position for construction at the Old Town Hall or the purchase and construction proposed at the First Parish Meeting House.

B. Tax Collector Clerk- Appoint

As you know, there is a vacancy in the Tax Collector's Office in the position of the Clerk. There was a significant amount of interest in this position, with a total of 36 resumes and/or applications submitted. The vacancy was advertised in the Lowell Sun newspaper and lowellsun.com. Ten candidates were contacted for an initial interview with the Tax Collector, Finance Coordinator/Town Treasurer, the Town Administrator and/or the Assistant Town Administrator. Two candidates were brought back to take a skills test, administered by the Town Collector. Based on her qualifications and experience, Mr. Gene Spickler and the Town Administrator recommend Ms. Candice Lindsey for appointment to the position of Town Collector's Clerk effective August 1, 2013, pending a favorable reference check. Her starting hourly wage will be \$13.54 per hour for an approximately 10-14 hour work week, on an as needed basis. Her resume is attached for your reference, as is the job description.

The Board voted 5-0-0 on a motion by Selectman Reault second by Selectman Curseaden to appoint Ms. Candice Lindsey to the position of Town Collector's Clerk, effective August 1, 2013, pending a favorable reference check to be conducted by the Town Administrator and/or designee.

5. Old Business

A. Evaluation of Town Government – Discuss

The Board discussed the need to evaluate the way the town is doing business. The beginning topic was the make-up of the committee from the present mission statement from 9 members to 5 members the Board is amiable going forward with the committee being 5 to 7 members, the

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committee should be made up of 1 current selectman, 1 current or former finance committee member, 1 current or former school committee member, 1 former Board of Selectman Member, 1 business person, 1 citizen at large and 1 Planning Board Member. Selectwoman Puleo would be interested in serving on the committee. The Board will discuss the committee further at the next Selectmen's meeting.

B. Town Buildings Master Plan – Discuss

The Administrator provided a copy of the Request for Qualifications for the Town Buildings Master Plan, based on initial feedback at the last meeting. The Administrator asked the Board to review with special attention given to sections 2 and 14 relative to "Project Description and Services Required". The Board discussed sections 2.1, 2.2, 3, 4 and 5; a question on the ownership of the Sherburne House came up, the Administrator believed it was the Conservation Commission, but will check the records to verify. There were further discussions on the need to identify the use of the buildings to support the Finance Coordinator/Town Treasurer with the next round of borrowing next August. The involvement of the Selection Committee, the Administrator stated that the selection committee is not needed at this time. The cost is fixed as it can't be higher than the funds appropriated. Selectman Curseaden offered his assistance with the selection. The Board voted 5-0-0 on a motion by Selectman Lambert, second by Selectman Reault to instruct the Town Administrator to move forward and the Administrator will be part of the Selection Committee along with one or more of the Board.

C. MassDoT – Project Updates

Selectman Curseaden has nothing new to report, a follow up with National Grid on lighting the way on Chronopoulos Way/Pawtucket Blvd; Sherburne Avenue, Frost Road, and Pawtucket Blvd/Castaway Drive. The change order for the installation of lights on the Bridge and should be completed by September. The project for Chronopoulos Way is closed a walk-through of the project was not extended to the Board. Other discussions included the number of signs that have popped up on the West side. Selectman Curseaden will speak to the contact at Mass DoT once he has spoken to the Police Chief to make sure it is not a safety issue. The property at 11 Indian Lane, the Administrator informed the Board that there has been a transition at Mass DoT and that individual is on vacation, when they return the Administrator will speak with them. Other open issues discussed are the Flint's corner area left/right turns, street markings, and lighting sequence.

D. Winslow School Surplus Items – Approve List

The Assistant Town Administrator reported on the inventory of the surplus of "non-file" items in the Winslow School that was conducted on July 27, 2013. "Non-file" items are defined as office/school furniture and electronics and other miscellaneous items which are not attached to the building. Through a memorandum, all Boards/Commissions/Committees/Departments were notified that the Board of Selectmen planned to declare all "non-file" items remaining in the Winslow School as surplus at their meeting of Monday, July 29th. In this correspondence, everyone was notified that they had the opportunity to retain (for their Board, Commission, Committee, and/or Department) any of the items inventoried. Several Boards, Commissions, Committees, and/or Departments have expressed interest and have taken/plan to take items from the Winslow School by the end of business on Monday, July 29th. As a result, attached is an approximate listing of items, which are to be declared surplus. Please note that we have identified a few other items, which are not housed at the Winslow School, that the Town Administrator's Office and the Fire Department are requesting be declared surplus. After declaration of the items as surplus, in accordance with applicable

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procurement laws, we will work to sell all metals, and either procure to remove or sell non-metal items.

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Lambert to declare all "non-file" items listed in the attached document, and any incidental items identified by the Town Administrator not listed in the attached document, as surplus.

E. Paramedic/Ambulance Contracts – Review/Approve

The Administrator reported that much progress has been made in discussions between Trinity Ambulance and Lowell General Hospital. While a formal operational protocol appears to be nearly finalized, a contract extension will not be available until later this month. The Administrator recommends that the Board vote to extend the current contract with Trinity Ambulance effective July 1, 2010, to expire on August 31, 2013, and to extend the current contract with Lowell General EMS (formerly Greater Lowell EMS) effective July 1, 2009, to expire on August 31, 2013. It is the Administrator's intension to recommend the Board exercise a one year extension with Trinity, and to approve a new contract with Lowell General, in August. Both services are exempt from Chapter 30B procurement requirements.

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Lambert to extend the Paramedic/Ambulance Contract to August 31, 2013.

F. Road Re-Construction - Discuss

The Administrator reported the Highway Department has nearly completed preparation work for reconstruction of Independence Drive, Ridge Road, and Trinity Drive. It is anticipated that this project will be able to go out to bid on Wednesday, August 7th, with bids due Thursday, August 22nd. It is our hope that a contract can be awarded and approved by the Board on August 26th. Construction would likely occur in September. We anticipate this project will cost approximately \$400,000 in Chapter 90 funding, leaving an anticipated balance of \$480,000. If bidding results in this balance, it will likely be the Administrator's recommendation that we request Chapter 90 approval to utilize funding for engineering work associated with the re-construction of Sherburne Avenue and/or Kendall Road between Bryants Lane and Middlesex Road. Such engineering work is required to submit a project for eligibility on the State Transportation Improvement Plan ("TIP") funding list, which is reviewed and approved by our regional Metropolitan Planning Organization. As you may know, select roads are TIP eligible, and most costs associated with TIP projects are funded by state/federal dollars. The next steps in this process are as follows: 1) Issue an invitation for bids for the Independence/Ridge/Trinity re-construction, with bids due August 22nd; 2) finalize a recommendation for the Westford Road/Flint Corner corridor traffic concern; 3) Informally solicit qualifications/cost estimates for engineering work on Sherburne Avenue and Kendall Road. The Kendall Road project would include Winslow Road and improvements to Town Center parking; and 4) Complete the overall street listing, which will include the condition and cost estimates for most roads. There was some discussion on the Flint Corner intersection, the Administrator will coordinate with Selectman Curseaden and the MassDoT on a solution.

6. Citizen/Business Time – No one came forward this evening.

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7. Correspondence

A list of correspondence will be included with approved meeting minutes per the requirements of the Massachusetts Open Meeting Law. Copies of correspondence may be requested from the Office of the Board of Selectmen.

A. Action

The Board received a request from the Recreation Department for use of the newly renovated Old Town Hall if it is ready and if not the Committee would use the Littlefield Library for their Fifth Annual Tree Festival on December 5-8, 2013. The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Jackson to approve the request and to forward the information to the Historical Commission for their written comment.

Mr. Hamilton from Lowell dropped off a resolution for the Board to review and act on. The Town Administrator tried to contact Mr. Hamilton but has not been able to contact him and recommends the Board take no action. The Board will have no further discussions on this matter.

The Board has received a request for comment from the Zoning Board of Appeals, and two requests for comment from the Planning Board. The Board has no comments on either of the requests.

B. Informational

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Curseaden to approve the correspondence as presented.

8. Review of Weekly Warrants

The Administrator read the following weekly warrants into the record: Warrant #3B for \$862,426.77 on 7/15/2013; Warrant #4B for \$126,013.91 on 7/22/2013; Warrant #5P for \$334,533.48 on 7/29/2013.

9. Town Administrator's Reports

- Response to Selectmen's Requests
- Budget

Attached is a copy the final revenue/expenditure spreadsheet, reflecting final Cherry Sheet numbers provided by the Department of Revenue.

- Departmental Information

Attached is a copy of a letter being sent to residents whose trash is not picked up because of open toters. In week 1 of enforcement, 82 households were not collected because of open totter covers; in week 2, 67 were not collected. Additional sandwich board signage has been posted in high-visibility areas.

Attached are two memoranda from the Chief of Police regarding a regional MOU and alcoholic beverage licensing. These items will be referred for discussion on a future agenda.

- Contracting/Procurement

Attached is a copy of a procurement delegation for the Board of Assessors' consulting and data services.

- Other

Attached is information from an Exit 36 planning meeting held this past Wednesday; I am in the process of obtaining a copy of the power point presentation for the Board's review. Additionally, I attended a meeting in Nashua regarding potential commuter rail station locations. It appears that

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the South Nashua/Tyngsborough area remains a potential site for recommendation, although research by the study consultant continues. The intention of both study groups is to, if appropriate, merge these two studies into a future study sometime later in 2014.

10. Selectmen's Reports

Selectwoman Puleo thanked the office staff for their hard work on setting the meeting. Selectman Lambert observed the Farmers Market was well attended and is pleased with the Exit 36 intermodel development has the potential to bring business into Tyngsborough without additional traffic and putting Tyngsborough as a destination business corridor, it is a positive thing for Tyngsborough. Selectman Jackson is looking for a list of State and Town own properties of abandoned buildings for an action plan to refurbish them. Selectman Reault reported NMCOG had no meeting this month. He did attend the Old Town Hall meeting and the project is moving forward with a few delays due to sub-contractors, the Committee expects the project to be finished by November 18th or the latest December 1st. The Committee reviewed the Architects Services for the First Parish Meeting House and a firm will be chose.

11. Adjournment

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Lambert to adjourn the meeting at 8:10 PM.

Respectfully submitted

Therese Gay
Admin Assistant

Approved on: Monday, August 12, 2013

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4. New Business

- A. Pre-Borrowing Actions – Review with Town Treasurer
- B. Tax Collector Clerk- Appoint

5. Old Business

- A. Evaluation of Town Government – Discuss
- B. Town Buildings Master Plan – Discuss
- C. MassDoT – Project Updates
- D. Winslow School Surplus Items – Approve List
- E. Paramedic/Ambulance Contracts – Review/Approve
- F. Road Re-Construction - Discuss

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- A. Action
- B. Informational

8. Review of Weekly Warrants

9. Town Administrator's Reports

- Response to Selectmen's Requests
- Budget
- Departmental Information
- Contracting/Procurement
- Other

10. Selectmen's Reports

11. Adjournment

Future Meetings

Monday, August 12th, 2013 at 6:00 PM at Tyngsborough Town Offices, 25 Bryants Lane

Monday, August 26th, 2013 at 6:00 PM at Tyngsborough Town Offices, 25 Bryants Lane

